

HRCP PROJECT AGENCY INTERNAL REVIEW

Employee: _____

X Professional Level

Project Name: _____

The Professional Level of the Human Resources Certification Program (HRCP) strives to develop well-trained human resources practitioners who will excel in hands-on application of key HR technical rules, regulations, policies, procedures, and practices in the state agency work-place.

The attached project is the employee's application of some of the knowledge, skills, abilities and competencies he/she obtained during completion of the certification program. Please review the employee's project and assess its current and potential contribution to improving work products and/or processes and services to clients of the Human Resources Office. Also consider to what extent the project supports overall HR Office and organizational objectives. Please provide your comments in the section below, then sign and date the form and forward it to the appropriate person.

I. Employee's Immediate Supervisor

Comments:

Signature: _____ Job Title: _____

II. Human Resources Director

Comments:

Signature: _____ Job Title: _____

III. HR Director's Supervisor

Comments:

Signature: _____ Job Title: _____

For the Human Resources Director: Please check the description which describes your recommendation and/or decision on implementing the project and record your initials.

☐ Project was implemented as proposed.

☐ Project was implemented with some changes.